

**RUNNING
ARMY AUDIT AGENCY
CFO QUERIES
FOR
CEFMS**

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1. **Getting Started.** This is written to provide information for persons at all levels of performing queries from never to experienced. The queries are compressed into one executable self extracting file which can be downloaded to your PC. After the file has been downloaded, perform the following steps:
 - a. Create a folder for the queries like “aaaquery.” Move the file into the folder.
 - b. Using Windows Explorer, find the file and double-click on it. This will execute the file and extract all of the queries into that folder.
2. **Moving The Queries.** In order to run the queries, they will have to be transferred from your PC to the CEAP computer where your CEFMS database resides. This can be done using Vistacomm or Signaterm or any other program which can FTP them to your catalog space on the CEAP computer. Use the following steps:
 - a. Log on to the CEAP computer that you normally use to process CEFMS.
 - b. Once the UNIX prompt is displayed, you can transfer the queries using which ever methods are available depending upon which program you are using to connect to the CEAP computer.
 - c. You can verify that the queries have been transferred to your catalog by keying, at the UNIX prompt, “ls *.sql” (lowercase and no quotes) and press enter. The names of all queries with the extension .sql will be displayed.
 - d. At this point you should make sure that you are attached to the correct Database. This is done by keying at the UNIX prompt, “orase {EROC}CEFMP1” (the command orase in lowercase and the database name in uppercase) and press Enter.
3. **Running a Query.** You are now ready to run queries one at a time. To run a query, perform the following steps.
 - a. Log on to SQLPLUS by keying “sqlplus” (lowercase) at the UNIX prompt and pressing enter. You will prompted for your user-ID and Oracle password. A new prompt “SQL” will appear.
 - b. At the SQL prompt, key in “@ {query name}” or “start {query name}” (lowercase) where query name is the file name of the query without the .sql extension. Press Enter. The query should begin running.
4. **What Should You Expect?** Each of the CFO queries will prompt you for INPUT. As a minimum, you will be prompted for your District name and EROC code. The District name is used in the output title to identify the output to a specific District. The EROC code is used as part of the output file name to identify it to a specific District. Some queries prompt for other data including start dates and date ranges for the queries to operate within. For each prompt there will be displayed a definitive statement specifying the data to input accompanied by a bell or whatever sound you have substituted for the bell in your PC. After all of the data are entered, the query will perform it’s search and selection of information for output. At the end of the query, there will be an on-screen display of the name of the output spool file to retrieve for analysis.

5. **Retrieving the Output Files.** After running all of the queries you need to run, you must retrieve the output files for analysis. You can retrieve the data files from the UNIX prompt. You will probably be at the SQL prompt after the last query is complete. The reason for this is that it eliminates the need to log into SQLPLUS between queries. Therefore if you are at the SQL prompt, you must key in the “quit” command and press Enter. This will take you to the UNIX prompt. You can view the file names by keying “ls *.lst” (no quotes) and press Enter. Retrieve the files by reversing the process that was used to upload the queries from your PC.
6. **Printing the Query Output.** The queries need to be printed according to how much data per lines is contained in each line in the file. Templates are provided for printing those files require special features such as Landscape orientation, compressed font, and special margin settings. The listing of queries later in this document articulates the requirements for input and for printing the output. For example, if a file needs to be printed in landscape orientation and compressed font with wide lines, it can be done in the following manner: 1)load the template LANDCMP8.DOT into MS Word and **Insert** the file into the template; 2)the ASCII text file will load with a font size of 10. Press “Ctrl a” to highlight all of the data in the document and set the font size to 8 or 9 whichever fits best within the margins; 3) Print the file. Repeat as needed for each of the output files. The Templates provided are listed below and use Courier New font.

LANDCOMP.DOT	Landscape orientation, size 8 point, left & right margins 0.25”.
PORTCOMP.DOT	Portrait orientation, size 8 point, left & right margins 0.25”.

7. **Query Descriptions and Requirements.** Each query requires the District name and EROC code. A table showing the query Name, Purpose, Additional input Requirements, and Printing Requirements for query output files follows:

IC_CHECK.SQL	Scans the check registry between a specified beginning date and the current date for duplicate payees, check amounts, and dates. Excludes spoiled checks. Output file = {eroc}chkdup.lst. Use template PORTCOMP.DOT.
IC_SPOIL.SQL	Extracts a list of all spoiled (voided) checks in the check registry between a specified date and current date. Output file = {eroc}chkspl.lst. Use template PORTCOMP.DOT.
LTC_APP.SQL	Counts Labor Cost Transfers (LCT) by approver and totals hours. Output file = {eroc}lctapp.lst. No template needed.
LTC_APP_.SQL	Identifies and totals LTCs by approvers w/o access control permissions. Output file = {eroc}lcapnp.lst. No template needed.
LCT_FROM.SQL	Lists labor cost transfers showing the FROM labor code and TO labor code, the number of transfers and the hours transferred, grouped by TO

within each code FROM Shows data for current FY and at least 10 transfers or > 100 hours transferred.

Output file = {eroc}lctfrm.lst. Use template LANDCOMP.DOT.

LCT_JUST.SQL Lists labor charge code transfer FROM, labor charge code TO, # of hours transferred, # of transfers, and justification for current FY where # of hours is equal to or more than variable selected by user.
Output file = {eroc}lctjst.lst. Use template PORTCOMP.DOT.

LCT_TO.SQL Lists labor cost transfers showing TO code, FROM code, # of transfers, and hours transferred, grouped by code FROM within each code TO. Shows data transfers signed during the current FY and there were at least 2 transfers.
Output file = {eroc}lctto.lst. No template needed.

LCT_TO_R.SQL Shows labor cost transfers charged to reimbursable expiring funds. Prompts user for the starting date and ending date.
Output file = {eroc}lcttor.lst. Use template LANDCOMP.DOT.

LTC1.SQL This the same as LCT_TO_R.SQL above. Not converted.

LL_BUD_A.SQL Selects individuals with budget authority where they show active in the access_control table.
Output file = {eroc}budap.lst. Use template PORTCOMP.DOT.

LL_GNS_C.SQL Compares receiving reports and corresponding invoices against check issue dates. Lists checks issued before the receiving report or invoice.
Output file = {eroc}gns_c.lst. Use template PORTCOMP.DOT.

LL_GNS_D.SQL Compares receiving reports and corresponding invoice against check issue dates and lists checks issued on the same day of acceptance.
Output file = {eroc}gns_d.lst. Use template LANDCOMP.DOT.

LL_GNS_O.SQL Compares receiving reports and corresponding invoices against check issue dates. Lists whether the acceptance date was 30+ days after the invoice.
Output file = {eroc}gns_o.lst. Use template PORTCOMP.DOT. Set to font size = 9.

LL_LCT_B.SQL This is an incomplete query as received from AAA.

LL_LCT_C.SQL Lists # of transfers and total hours by FROM and TO labor charge codes.
Output file = {eroc}lct_c.lst. No template needed.

LL_LCT_D.SQL Lists employee ID, justification, and dispute charge code for labor cost transfers where there was a dispute on labor hours.
Output file = {eroc}lct_c.lst. No template needed.

LL_LCT_E.SQL	List employees with labor cost transfers, where employee was also the approver. Shows how many transfers they had, whether they have cost transfer access, their pay grade, and position title. Output file = {eroc}lct_e.lst. Use template PORTCOMP.DOT. Set to font size = 10.
LL_LCT_J.SQL	Provides a count of the number of times that a particular justification has been used during the current fiscal year. Output file = {eroc}lct_j.lst. Use template PORTCOMP.DOT. Set to font size 10.
LL_LCT_N.SQL	This query will list employee Id, # of hours, dispute charge code, and pay period end date for labor where there was a dispute on labor hours that has not been resolved. Also lists first name, last name and office symbol. Output file = {eroc}lct_n.lst. Use template PORTCOMP.DOT.
LL_LCT_S.SQL	Computes # of hrs transferred, grouped by approver, for each employee. Output file = {eroc}lct_s.lst. Use template PORTCOMP.DOT.
LL_LHOUR.SQL	Extracts disputed hours from the labor_hours table. Output file = {eroc}lhour.lst. Use template PORTCOMP.DOT. Set to font size = 9.
LL_PRC_A.SQL	Lists active employees with access control permission = oblig_appr, prc_appr, prc_cert, prc_orig. Output file = {eroc}prc_a.lst. Use template PORTCOMP.DOT.
LL_REC_N.SQL	This query will list the names, sum of amounts and the number of transactions in the receiving report table with receipt auditor = receipt certifier during the current fiscal year. Output file = {eroc}rec_n.lst. Use template PORTCOMP.DOT.
LL_RRINV.SQL	Compares receiving reports and the corresponding invoice (by obligation number) and lists when the receiving report date precedes the invoice date. Output file = {eroc}rrinv.lst. Use template PORTCOMP.DOT. Set to font size = 9.
PPE.SQL	Identifies property ID, within a defined property category, where value is not zero. See PROPERTY CATEGORIES which follow. Output file = {eroc}{propcat}nz.lst. Use Word template PORTCOMP.DOT and set font size to 9.
PPEZERO.SQL	Identifies property by ID where value = 0.00. See CATEGORIES below. Output file = {eroc}{propcat}zero.lst. Use Word template PORTCOMP.DOT and set font size to 9.

PROPERTY CATEGORIES to be used with Queries PPE.SQL and
PPEZERO.SQL ABOVE.

PR	CATEGORY
CD	DESCRIPTION
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00	LAND
05	BUILDINGS
10	OTHER STRUCTURES
15	CAPITAL LEASE
20	AIRCRAFT
30	DREDGES
40	OTHER FLOATING PLANT
50	MOBILE LAND PLANT
5H	HAP INVENTORY
5V	PASSENGER VEHICLES
5X	OTHER MOB LAND PLANT
60	FIXED LAND PLANT
6C	COMM EQUIPMENT
6X	OTHER FIXED LAND PLT
70	TOOLS, OFC FURN & EQ
7D	DRAFTING EQUIPMENT
7S	SURVEY EQUIPMENT
7W	WORK TOOLS
80	ADP SOFTWARE
90	ADP EQUIPMENT
9A	COMPUTERS/PERIPHERAL
9D	CADD EQUIPMENT
9W	WCDS EQUIPMENT
IN	WAREHOUSE INVENTORY
IT	INTANGIBLE ASSETS
LH	LEASEHOLD IMPRVMNTS
NA	NOT APPLICABLE
NR	NATURAL RESOURCES
OA	OTHER ASSETS
RP	REAL PROPERTY